



**MCSCAAA**  
**OPERATIONAL POLICIES AND PROCEDURES**

**OPP No. 6 – MCSCAAA Wearing Apparel Policy**

**Revision 1**

**Date Adopted: April 23, 2025**

The following Policy applies to the wearing of MCSCAAA-approved clothing and/or other related apparel (caps, etc.) during Alumni Association meetings, Montgomery County Sheriff's Office (MCSO) events, volunteer activities, or other activities deemed by the Executive Board to be aligned with our mission of support for the men and women of the Montgomery County Sheriff's Office.

Alumni Association members are reminded that when they are wearing MCSCAAA apparel, they are representing the Alumni Association, and by extension they are also representing the Montgomery County Sheriff's Office and are therefore asked to adhere to the principles of this Operational Policy.

An important element of this Policy is to maintain consistency in all official MCSCAAA apparel.

**A. ACTIVITIES THAT ARE APPROPRIATE WHEN WEARING MCSCAAA APPAREL AND OFFICIAL EMBLEM**

1. When attending any scheduled MCSCAAA meeting of its members.
2. When assisting at scheduled MCSO Citizens Police Academy classes.
3. When attending any Regional or State CPA Alumni Association meetings or activities, or the TCPAAA State Convention.
4. When attending any scheduled MCSCAAA activity held in support of MCSO personnel, such as Feeding The Officers, and the like.
5. When attending any MCSO function where MCSCAAA members are invited by MCSO to volunteer at the event, or to attend as spectators, such as Promotions and Awards Ceremonies, Cadet Graduation Ceremonies, and the like.
6. When attending any other Executive Board-Sanctioned Volunteer Opportunity Event.
7. When participating in any MCSO "Ride Along" event.

**B. ACTIVITIES THAT ARE PROHIBITED WHEN WEARING MCSCAAA APPAREL AND OFFICIAL EMBLEM**

1. When attending any event where the MCSCAAA member will be serving or consuming alcoholic beverages. This includes lunches, dinners, social gatherings of any kind, and the like.
2. When involved in any official police investigation, or when appearing in a judicial court hearing of any type, where wearing the apparel may influence the outcome of the investigation or the court hearing, unless approved in advance by the Executive Board.
3. When carrying any type of firearm, regardless if the member has a valid License To Carry Handgun license.
4. When attending or participating in any political function.

## C. MCSCAAA UNIFORM APPAREL

### 1. **Class A (Dress Uniform)**

The Class A (Dress Uniform) is the men's or lady's official MCSCAAA white long-sleeve button down shirt, which is only to be worn with black, blue or tan dress slacks and with a belt. Ladies may wear a black, blue or tan skirt if they choose to do so. The Class A Uniform is ONLY to be worn at special events, and only when advance notice is given by the Executive Board that the Class A Uniform is approved for an event.

Men shall wear shirts neatly tucked into the pants. Ladies may wear the shirts unbuttoned and untucked, over a blue or white lady's undershirt/camisole, if desired.

### 2. **Class B (Standard Uniform)**

The Class B (Standard Uniform) is the men's or lady's official MCSCAAA blue Polo shirt, or the official long or short sleeve MCSCAAA blue button-down shirt, which is to be worn with a belt, and with either black, blue or tan dress slacks, khaki pants, or cleaned and pressed blue jeans. Ladies may wear a black, blue or tan skirt if they choose to do so. Shorts or faded/torn/tattered blue jeans are NOT appropriate with the Class B (Standard Uniform). This is the standard MCSCAAA apparel for most Alumni Association activities.

Men shall wear shirts neatly tucked into the pants. Ladies may wear the shirts unbuttoned and untucked, over a blue or white lady's undershirt/camisole, if desired.

### 3. **Class C (Work Uniform)**

The Class C (Work Uniform) is any official MCSCAAA T-shirt approved by the Alumni Association Executive Board, which may be worn by men or ladies with blue jeans, shorts, tennis shoes and the like. The Class C Uniform may be worn as a work uniform when participating in approved volunteer events where Polo shirts or button-down shirts would not normally be worn. Shirts may be worn untucked.

### 4. **Outer Garments**

Alumni Association members may wear the official MCSCAAA Unisex Jacket/Windbreaker or the official MCSCAAA Full-Zip Hooded Sweatshirt over their Class A Dress Uniform or their Class B Standard Uniform when conditions present the need for an outer garment to be worn.

Members that do not have official MCSCAAA outer garments are certainly entitled to wear other outer garments when the need arises, but are asked to always remember they are representing the Alumni Association when they are wearing their MCSCAAA uniform garments underneath. In those instances, members are respectfully encouraged to choose outer garments that remain aligned with our mission of support for MCSO, and present a positive image of the Alumni Association accordingly.

Alumni Association members are NOT to wear any official MCSCAAA apparel while also wearing any politically oriented clothing or accessories.

## **5. Headwear**

### **A. Optional Baseball-Style Caps**

- 1) Official MCSCAAA blue baseball-style caps are available from our apparel vendor and are acceptable to be worn as a component of the Class B (Standard Uniform) or the Class C (Work Uniform), if desired. The caps are not to be worn with the Class A (Dress Uniform).
- 2) Caps are to be worn in a traditional manner with the bill facing forward, with the embroidered letters "MCSCAAA" clearly displayed. Emblems, pins or decorations are NOT to be placed on the cap.
- 3) No other baseball-style caps or headwear are to be worn with official MCSCAAA uniforms, unless adverse weather conditions dictate otherwise.

### **B. Optional Western Hats**

- 1) MCSCAAA members are authorized to wear a western hat in accordance with this policy.
- 2) The wearing of western hats is optional and will be purchased at the MCSCAAA member's expense.
- 3) Western hats may be worn for all sanctioned MCSCAAA functions. Wearing the hat with civilian attire is allowed.
- 4) Emblems, pins or decorations are NOT to be placed on the hat.
- 5) Western hats will be worn well-balanced on the head front and back with the front tip of the hat brim level with the top of the eyebrows as viewed from the side. There will be no extreme dips in the front or back, or excessive roll of the brim.
- 6) No customization of any type may be made to, worn with, or attached to the hat and the highest degree of cleanliness of the hat shall be maintained at all times.
- 7) Western hats excessively crushed, rolled, dipped, faded or worn-out are not acceptable. Palm-leaf styled hats are prohibited.
- 8) Felt western hats will be worn from November 1 through March 31 and can be worn with the Class A uniform regardless of the time of year.
- 9) Straw western hats will be worn from April 1 through October 31 unless the wearer is wearing the Class A uniform, in which case only felt western

hats are authorized.

10) Specifications shall include:

- a) Minimum 10X natural colored straw (worn April 1 through October 31)
- b) Minimum 3X Silverbelly felt (worn November 1 through March 31)
- c) 4-5" finished crown
- d) 4-4 1/4" brim
- e) Cattleman crease with medium square front brim
- f) Original band with a silver buckle for felt western hats
- g) Black or brown leather/ribbon band for straw hat

**6. Arrangement Of Logo And Lettering On Apparel**

**A. Class A (Dress Uniform)**

- 1) The left side of the shirt face shall display the MCSO-approved official Badge, encircled with the wording "Citizen's Academy Alumni Assoc."
- 2) The right side of the shirt face shall display:
  - a) Line 1 – First Name or Initial and/or Last Name
  - b) Line 2 – Lifetime Member (If Applicable)
  - c) Line 3 – Class Year and .1 or .2

**B. Class B (Standard Uniform)**

- 1) The left side of the shirt face shall display the official MCSCAAA Logo.
- 2) The right side of the shirt face shall display:
  - a) Line 1 – First Name or Initial and/or Last Name
  - b) Line 2 – Lifetime Member (If Applicable)
  - c) Line 3 – Class Year and .1 or .2
- 3) The left sleeve of the shirt may have an embroidered American flag with blue stripe.

**C. MCSCAAA Outer Garments (Jacket/Windbreaker or Sweatshirt)**

- 1) The left side of the garment face shall display the official MCSCAAA Logo.
- 2) The right side of the garment face shall display:
  - a) Line 1 – First Name or Initial and/or Last Name
  - b) Line 2 – Lifetime Member (If Applicable)
  - c) Line 3 – Class Year and .1 or .2

**7. Modifications To Official MCSCAAA Wearing Apparel**

In order to maintain consistency of MCSCAAA wearing apparel among all members, modifications to official MCSCAAA wearing apparel is prohibited, and Alumni Association members are asked to make NO modifications to any of the official uniforms, outer garments or headwear. This includes the addition of pins, badges, rockers, patches, flags or any other additions of any type to the garments.

It is acceptable to wear a single gold or silver MCSO "Mini-Badge" or MCSCAAA

Pin on one or both collars (only one per collar) of uniform shirts, if desired. No other “Mini-Badges” or Pins are to be worn on MCSCAAA shirts.

8. **Acquisition Of Official MCSCAAA Wearing Apparel**

Official MCSCAAA wearing apparel is available for purchase by Alumni Association members upon graduating from the Sheriff’s Citizen’s Academy and becoming a member of the Alumni Association.

The vendor for all official MCSCAAA wearing apparel is:

Fully Promoted (Conroe)

11133 I-45 South

Suite 300

Conroe, Texas 77302

936-271-1500

For the convenience of Alumni Association members, Fully Promoted has a MCSCAAA Online Store accessible at:

<https://mcscaaa.itemorder.com/shop/sale/>

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